



CANNON BUILDING
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	October 9, 2017 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	January 8, 2018

MEMBERS PRESENT

John Starke, Professional Member
Adam Rones, Professional Member
Barbara Williams, Public Member
Floyd Ridgway, Professional Member
Keith Rudy, President
Valarie Lacey, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Kevin Maloney, Deputy Attorney General
Karen Carn, Administrative Specialist II

MEMBER ABSENT

Richard Snyder, Vice President

ALSO PRESENT

Jennifer Allen, Association Executive, First State Manufactured Housing Association

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the July 10, 2017 meeting. Mr. Starke made a motion, seconded by Ms. Williams, to approve the July minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

There was no unfinished business

NEW BUSINESS

Review and Approval of 2018 Board meeting dates

Mr. Starke made a motion, seconded by Mr. Ridgway to approve the 2018 Board meeting dates. By unanimous vote, the motion carried.

Ratification for Installer License by Reciprocity

Mr. Stark made a motion, seconded by Ms. Williams, to approve the Application for Installer License by Reciprocity for Dennis Cronin. By unanimous vote, the motion carried

CORRESPONDENCE

There was no correspondence for review or discussion.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

There was no other business before the Board.

PUBLIC COMMENT

Jennifer Allen with First State Manufactured Housing Association addressed the Board about the Installer and Inspector Training Course. The date will be March 19, 2018 from 8 a.m. – 6 p.m. at the Duncan Center; Dover, Delaware (tentative location). Mark Conte will be the Speaker. Ms. Allen presented the Board with Course description and background information on Mr. Conte.

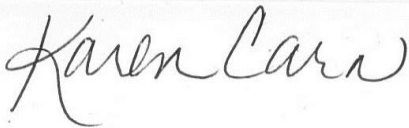
NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, January 8, 2018 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Stark made a motion, seconded by Ms. Williams, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:21 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Karen Carn". The signature is written in dark ink on a light-colored background.

Karen Carn
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.